

**WATLING PARK PRIMARY SCHOOL
LONDON BOROUGH OF BARNET**

SCHOOL TRAVEL PLAN

DECEMBER 2015

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DOCUMENT CONTROL SHEET

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**WATLING PARK PRIMARY SCHOOL,
SCHOOL TRAVEL PLAN**

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EXECUTIVE SUMMARY

This document forms the draft '**School Travel Plan**' (STP) for the Watling Park Primary School in the London Borough of Barnet. The school, at the time of writing (November 2015), forms the subject of a detailed planning application.



The preparation of this Travel Plan has been 'triggered' by the proposed development of the school at a site accessible from Pavilion Way in Burnt Oak, Edgware. The proposals comprise the development of a permanent 2 form entry (2FE) primary school (Watling Park Primary School) at the site serving 420 pupils and approximately 45 Full Time Equivalent (FTE) staff. The location of the site is indicated on **Figure 1**.



The main aims of the STP are as follows:

- **Reduce** car use and **increase** the use of sustainable means of transport amongst parents, pupils and staff members;
- **Increase** the proportion of 'sustainable' and 'active' travel trips at the site to a higher level than might have occurred in the absence of the Travel Plan;
- **Influence** how journeys are made by **removing barriers** (both perceived and actual) to walking, cycling and public transport use;
- Making sustainable travel **easier** and more **attractive** by providing information to parents, pupils and staff about the different ways they can travel to school;
- **Contribute** to the improved health and well-being of staff and pupils by promoting healthier modes of travel such as walking and cycling to/ from the school.



In assisting in the delivery of the above aims, this STP develops a package of transport measures to accommodate the demand for travel to/

from the school in the most sustainable ways possible, and primarily by encouraging 'active' modes of travel.

In implementing the Plan, Watling Park School commits to the following:

- To put in place measures which seek to deliver reduced private car use amongst staff, parents and pupils;
- Where possible to increase use of sustainable modes of travel, particularly 'active' modes of travel including walking and cycling;
- To assess the progress of the Plan through periodic monitoring using the agreed survey methodology set out herewith;
- To regularly liaise with the appropriate officers at Barnet Council including reporting on monitoring activities;
- To maintain and update the Plan as necessary following the monitoring exercises in order to ensure that the Plan is delivering on the defined objectives.



A comprehensive package of travel measures are accordingly proposed for the site. These include (but are not limited) to the following:

- Appointment of a Travel Plan Coordinator (TPC);
- Appointment of Junior Travel Ambassadors (JTAs);
- Promotion of cycling by the provision of cycle training;
- Participation in Walk to School Campaigns;
- Promotion of a 'Park and Stride' campaign;
- Promotion of local bus services;
- Provision of travel information on school noticeboards and on the school website;
- Incorporating road safety and sustainable travel awareness in the curriculum;
- Marketing/ promotion of the STP through the school newsletters, the school website, noticeboards and assemblies; and

- Implementation of walking buses/ or other escorted walking schemes with the assistance of the school travel coordinator and JTAs.

This Plan incorporates SMART targets; that is targets that are **Specific, Measureable, Achievable, Realistic** and **Timed**.

The Travel Plan will be monitored annually through pupil hands up surveys and staff questionnaire surveys, with the survey results presented to relevant Officers at Barnet Council for discussion.

Details of Watling Park Primary School are for completeness provided below:

School Address:

Watling Park Primary School
Pavilion Way
London
HA8 9YA

Website Address: <http://www.watlingparkschool.org.uk>

Type of School: Independent Primary School

School Travel Plan Champion: Moira Anderson

Contact Number: 0208 353 4249

Email Address: office@watlingparkschool.org.uk

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INTRODUCTION, BACKGROUND AND SCOPE

This document comprises the STP to be implemented at Watling Park Primary School, Barnet (HA8 9YA). The preparation of this Travel Plan has been ‘triggered’ by the proposed development of the school at a site accessible from Pavilion Way in Edgware in the London Borough of Barnet.

The STP accompanies a planning application for the development which comprises the development of a permanent 2FE primary school.

The Plan itself is represented by a series of measures and monitoring processes, to be implemented by the school. Such measures are discussed in detail in **Section 6** of this Plan. This Plan additionally provides a schedule for implementation in the form of the “*Action Plan/ Year Planner*” included at **Section 8**.

The Plan accords with both National, Regional and Local (Barnet Council) policy relating to sustainable travel, all of which have acknowledged the effect that Travel Plans can have in the delivery of sustainable transport objectives, particularly reductions in car usage and the increased use of walking, cycling and public transport.

This Plan should be seen as ‘live’ and subject to update and revision as necessary.



Site Location and Local Highway Network

The site is located in the north east of the Borough of Barnet, in the Edgware area. The site is bounded by Pavilion Way to the east, by vacant land and Deansbrook Road (A5109) to the north and railway tracks to the west. **Figure 1** presents the site in the context of the local area.

Pavilion Way is a quiet residential cul-de-sac serving several smaller cul-de-sacs and parking courts to the south of Deansbrook Road. Surfaced footways are present on the eastern side of Pavilion Way along its length. Pavilion Way is not subject to any on-street parking restrictions with the exception of double yellow lines marked at the junction of Pavilion Way and Deansbrook Road and at the junctions of Pavilion Way and cul-de-sacs that it serves.

Deansbrook Road (A5109) is a local distributor road serving east/ west traffic between Mill Hill Broadway and Queensbury. There is an absence of parking restrictions on Deansbrook Road in the immediate vicinity of the site, however resident permit holder bays are present on Deansbrook Road in the vicinity of Edgware Community Hospital some 120m to the west of the site.

Description of the Proposed School

The development proposals to which this STP relates comprise the development of the existing site to make provision of a 2FE Primary School within Use Class D1 and associated on-site car parking and play areas at the identified site on Pavilion Way, Edgware. The proposal seeks to accommodate 420 pupils and some 45 staff members. The Architect's Site Master Plan is presented at **Appendix A**.

Pedestrian Site Access

Pedestrians (Staff and Pupils) will access the school in the morning, and exit in the afternoon via an access located to the north east of the school via Pavilion Way (refer to **Appendix A**). The area along this access will be suitably wide and pedestrian friendly. This pedestrian access will also lead to the cycle and scooter parking facilities and will be segregated from the vehicle access. This site access will be closed outside school peak arrival/departure times for safety purposes

Vehicle and Cycle Site Access

Three vehicular accesses are proposed from Pavilion Way. The first access is located to the south of the site which provides access to the main staff car park (including disabled user parking). The second and third accesses provide access to the school via a pick-up and drop-off facility with entrance/exits located along the eastern boundary of the site. Disabled parking is additionally provided via this access.

Car, Cycle and Scooter Parking

In arriving at a suitable on-site car parking provision, consideration has been given to the desire to limit staff/ visitor car use and to optimise use of sustainable modes of transport when accessing the site, whilst at the same time minimising the impact on local streets potentially caused by any on-street parking activity associated with the school.

The proposed development will provide 29 on-site staff car parking spaces (including 6 disabled user spaces). Some of the parking spaces will be provided on an existing area of hardstanding at the site, which previously served as a parking area for community use of the sport pitches. It is proposed to provide 25 (including 2 disabled spaces) parking spaces in the main staff car park to the south of the school, and 4 disabled user spaces near to the drop-off/ pick-up area.

In deriving a suitable quantum of car parking spaces at the school, reference has been made to the previously discussed modal share values for staff identified by means of surveys at a suitable local Primary School (refer to **Table 6.3** within the TA). Application of the expected car modal share values (namely 50%) to the c.45 staff at the school, results in a staff parking requirement for approximately 22 spaces. On the assumption that the school may experience a higher share to car mode initially (prior to full operation of the Travel Plan), a provision of 29 spaces is deemed to be appropriate. It is also noted that the site will be used for community activities outside core school hours, and therefore the level of parking is expected to satisfactorily accommodate the proposed associated community use activities.

The proposed site layout included at **Appendix A** shows the provision of 84 cycle parking spaces (42 Sheffield stands) located at three separate locations in order to separate staff and pupil cycle parking on-site. The provision of 84 cycle parking spaces is in excess of London Plan requirements. All cycle parking provision on-site will be secure and sheltered in accordance with the London Plan.

The proposed site layout included at **Appendix A** additionally shows the provision of 36 scooter stands to north of the Multi Use Games Area (MUGA)

On-Site Drop-Off and Pick-Up Area

The proposals seek to make provision of an on-site pick-up/ drop-off area to the eastern boundary of the school to simultaneously accommodate some 3-4 vehicles (larger sized vehicles) or 4 to 5 vehicles (smaller sized vehicles), with this area also accommodating service vehicles and an area for emergency vehicle access. The proposed area is presented at **Appendix A**.

This provision removes vehicles from the public highway during this activity, minimising the impact of the school on local streets. On-site and

On-street pick-up/ drop-off activity will be monitored by the school, with management measures implemented if necessary for the purpose of staggering arrivals which will be managed by the School Travel Plan

Travel Plan Scope



The following section of this document (**Section 3**) provides comprehensive details of the existing transport infrastructure, particularly sustainable travel alternatives to the car, available to pupils and staff at Watling Park School.

Section 4 identifies the objectives of the STP as well as the potential benefits to be derived by its implementation. **Section 5** identifies the baseline travel position at the school and identifies modal shift targets which the STP aims to achieve.

Section 6 sets out the measures that will be implemented at Watling Park Primary School in order to encourage the use of sustainable alternative modes of travel amongst staff and pupils.

Section 7 presents guidance on how the monitoring process will be undertaken, with reference to the travel survey methodologies.

Section 8 presents a framework for the implementation and review of the Plan. This section includes the **Action Plan/ Year Planner**, which sets out specific actions and the respective timescales for the implementation of such.

Policy / Guidance Basis

In preparing this Travel Plan consideration has been given to the DfT published guide: *“Good Practice Guidelines: Delivering Travel Plans through the Planning Process”* (April 2009) which states the following:

“Travel plans are an important tool for delivering sustainable access to new development, whatever the use.”

Under the heading *“Objectives and outcomes of a travel plan”* the above guidance at paragraph 5.1 lists aims of a Travel Plan, including the following:

- *“achieve the minimum number of additional single occupancy car traffic movements to and from the development;*
- *address the access needs of site users, by supporting walking, cycling and public transport;*
- *address specific problems identified in the site’s transport assessment.*

This Plan has also given due regard to the October 2007 DfT guide: *“The Essential Guide to Travel Planning”*.

At the Regional level, consideration has been given to the following documents:

- *“STAR Accreditation guidance and campaign toolkits” (TfL);*
- *“Independent schools guidance book” (TfL);*
- *“Junior Travel Ambassador – Pupil Guide” (TfL);*
- *“Junior Travel Ambassador – Research” (TfL);*
- *“Junior Travel Ambassador – Planning” (TfL);*
- *Junior Travel Ambassador – Promotion” (TfL);*
- *“What a school travel plan should contain” (TfL).*

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EXISTING TRAVEL OPPORTUNITIES

A fundamental component of any effective STP is the process of informing parents/ pupils and staff of the sustainable travel options available to them. This process alone can result in a significant shift in the choice of travel mode. In many cases individuals may be unaware of available sustainable travel options, or not fully aware of the advantages and benefits such alternative modes can offer.



Within this section of the report, detailed information on the availability of sustainable modes of travel is provided. It acts as both a resource for informing parent/ pupils and staff at the school, as well as forming the basis for the development of the School Travel Plan measures and modal shift targets.



It is important that this information is kept up-to-date and that aspects of the Plan upon which it is based are modified accordingly.



The details of how information relating to sustainable travel is best presented to parents, pupils, staff and visitors at the site is considered in more detail in **Section 6**, which explores the specific measures of the STP.

Pedestrian Accessibility

Facilitating and encouraging access to and from the school by means of walking as a primary mode of travel is a fundamental aspect of this Plan.

The proposed school will be accessed from Pavilion Way which is a lit residential cul-de-sac which accommodates low levels of traffic. There are surfaced footways on the eastern side of the road in the vicinity of the site. The proposals include a new 2m wide footpath to be located along the eastern boundary of the school on Pavilion Way. The proposals will improve the local pedestrian network for pupils and staff arriving and

departing the school by foot and will provide direct access to the site from Pavilion Way.

Deansbrook Road connects the site to the wider pedestrian network. This road is lit with suitably wide (up to 3m) surfaced footways on both sides of the carriageway.

A pedestrian refuge (served by dropped kerbs) is present on Pavilion Way at its junction with Deansbrook Road. There are pedestrian crossing facilities along Deansbrook Road in the form of a pelican crossing, some 270m to the west of the site, and a pedestrian refuge island with well-maintained dropped-kerbs and tactile paving some 150m to the east of the site.

Cycle Accessibility

Figure 3 illustrates the site's location in relation to the London Cycle Network (based on TfL's Local Cycling Guide Map 3). Deansbrook Road and Orange Hill Road to the east of the site are indicated as "routes signed for use by cyclists". Prominent routes signed for cyclists are available to the north of the site in the vicinity of Edgware Station and to the south of the site on roads adjacent to Burnt Oak Station.

Public Transport Accessibility

The Public Transport Accessibility Level (PTAL) of the school has been calculated using Transport for London's approved methodology. This assumes a walk speed of 4.8 kilometres per hour and considers rail stations within a 12 minute walk (960m) of the site and bus stops within an eight minute walk (640m) as 'accessible'. Using this methodology, the proposed site has a PTAL rating of 3 which equates to a 'moderate' rating within TfL's 'Transport Assessment Best Practice Guidance' document

Bus Services



The site is well served by bus routes that are accessible via bus stops on Deansbrook Road, Orange Hills Road and Edgware High Street. **Table 3.1** below provides information relating to levels of frequency of local bus services.

Table 3.1: Bus Routes and Frequencies

Service No.	Frequency (Buses per Hour)		
	Monday - Friday		
	Peaks	Day	Evening
32	6-10	6-10	5-7
142	5-6	5-6	3-4
204	5-7	5-7	4
251	7	5-7	3
288	7	5-7	3-4
292	4	4	2
302	8-10	8-10	5-6
303	4-5	4	2
305	4	4	2-4

Source: Transport for London (www.tfl.gov.uk)

The nearest bus stop to the site is located on Deansbrook Road approximately 3 minutes' walk (250m) from the site, with this stop served by eastbound bus services. The nearest bus stop serving westbound services along Deansbrook Road is situated some 270m from the site. Local bus routes, and local bus stops are presented in **Figure 2**

London Underground Accessibility

The site is situated approximately 1,450m (18 minutes' walk distance) from Edgware London Underground (LU) Station which is accessible from the site via pedestrian footways on Deansbrook Road, Heming Road and Church Way. LU Northern Line services operate from this station at an

average weekday peak hour frequency of 20 trains per hour in each direction.

Burnt Oak LU Station is situated approximately 1,130m (14 minutes' walk distance) from the site. Burnt Oak Station can be accessed from the site via pedestrian footways on Deansbrook Road, Littlefield Road and Watling Avenue. LU Northern Line services operate from this station, as above, at an average weekday peak hour frequency of 20 trains per hour in each direction.

Owing to the local nature of the catchment for pupils, it is expected that very few (if any) pupils will access the proposed school via rail mode. This assumption is validated by the existing local school travel data summarised earlier within this section which identified an average of 1% modal share to this mode amongst the surveyed schools

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TRAVEL PLAN OBJECTIVES AND BENEFITS

The overarching aim of this School Travel Plan is to support and encourage a shift towards more sustainable and 'active' modes of travel for pupils and staff at the school. The Plan's objectives are as follows:

- **Reduce** car use amongst staff and parents and **increase** the use of sustainable transport;
- **Inform** all staff and parents of the sustainable travel choices available;
- **Increase** the proportion of walking and cycling trips at the site, to a higher level than might have occurred in the absence of the Travel Plan;
- **Raise awareness** of the implications of car-based travel on the environment and on the safety and health of individuals;
- **Minimise** the impact of the school on the local highway network;
- **Influence** how journeys are made by making sustainable travel easier and more attractive;
- **Include** staff and pupils in the monitoring of travel behaviour and enable feedback to the Local Authority;
- **Contribute** to the improvement of air quality through the reduction of carbon emissions;
- **Contribute** to the improved health and well-being of staff and pupils by promoting healthier modes of travel such as walking and cycling.



Benefits of Implementing the STP

In line with the above objectives, implementation of this Travel Plan can deliver the following benefits to pupils and staff at the school:

- Improved health of pupils and staff resulting from more active lifestyles;
- Improved air quality in the vicinity of the site;
- Safer walking and cycling routes around the school;
- Improved accessibility to/ from the school via sustainable modes of transport;
- Reduced congestion on local streets;
- Delivery of a wider choice of travel modes;
- Reduced travelling costs for parents and staff;
- Reduction of traffic related noise in the vicinity if the site.

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BASELINE POSITION AND TRAVEL PLAN TARGETS

Baseline Travel Position

Pupil and staff travel survey data relevant to 5 no. 2FE Primary Schools in Barnet was obtained from LBB's Travel Plan Coordinator, with this data having been utilised to estimate a baseline modal split for pupils attending the Watling Park Primary School. This pre-occupation modal split for pupils is presented in **Table 5.1**.

Table 5.1: Average Pupil Mode Split (Based on 11 Barnet Primary Schools)

Travel Mode	Mode Split
Car	25%
Car Share	1%
Bus	10%
Rail	0%
Cycle	2%
Walk	56%
Park and Walk	3%
Other	3%
Total	100%

It is evident from **Table 5.1** that a significant proportion of pupils are expected to access the school via sustainable modes of transport, with 56% expected to walk to school and 10% to travel by bus. It is noted that 26% of pupils are reasonably expected to access the school by car, with 3% 'parking and walking'.

Staff travel survey data for the 5 Primary Schools mentioned above was not made available to OM during the preparation of this Plan. In this respect, reliance has been made on mode split data obtained from staff travel surveys undertaken at the Orion Primary School situated in Mill Hill. This school is situated in an area of PTAL 3, with local streets not subject to parking restrictions. This school is thus deemed to be an appropriate

comparison to the Watling Park School. The mode split at Orion Primary School is presented in **Table 5.2**.

Table 5.2: Orion Primary School, Staff Mode Split

Travel Mode	Mode Split
Car	46%
Car Share	4%
Bus	15%
Rail	11%
Cycle	1%
Walk	22%
Park and Walk	1%
Other	0%
Total	100%



The results from the staff travel survey indicate that half (51%) of staff travel to school by car, either as a driver or as a passenger. The majority of the remaining staff (22%) travel to work by foot, with 15% travelling by bus and 11% taking the train/tube to work.

Targets

Modal Shift Targets

Modal shift targets provide the Travel Plan Coordinator and the Local Authority with a means to judge the performance of the Plan and to adjust the mechanisms and TP measures accordingly. The targets should be seen as aspirational, rather than absolute. In accordance with good practice, the targets should be ‘SMART’; that is targets that are **Specific, Measureable, Achievable, Realistic** and **Timed**.

In accordance with the objectives of this Travel Plan (previously described), the targets discussed below seek to minimise the number of trips to the school by car, and maximise the number of trips via sustainable modes, particular walking (including use of scooters) and cycling.

‘Headline’ modal shift targets include the following (Note: All targets relate to a period measured 3 years from implementation of the Plan):

- **Reduction** of parent/ pupil **car** trips to **19%** of all trips;
- **Reduction** of staff **car** trips to the school to **40%** of all trips;
- **Increase cycling** amongst pupils to **7%** of all trips;
- **Increase cycling** amongst staff to **6%** of all trips;
- **Increase walking** amongst pupils to **66%** of all trips;
- **Increase walking** amongst staff to **32%** of all trips.

The aspirational modal shift targets for pupils, in the context of the previously identified baseline modal share, are set out in **Table 5.3** below.

Table 5.3 Target Yearly Modal Shift – Pupils (Cumulative Targets)

Mode	Year 1	Year 2	Year 3	Year 4	Year5
Car	-2%	-4%	-2%	-1%	-1%
Pedestrian	+2%	+3%	+2%	+2%	+1%
Cycle	+1%	+1%	+2%	+0.5%	+0.5%

Note: All targets measured from Baseline Travel Position identified above.

The aspirational modal shift targets for Staff, in the context of the previously identified baseline (2014) modal share, are set out in **Table 5.4** below.

Table 5.4 Target Yearly Modal Shift – Staff (Cumulative Targets)

Mode	Year 1	Year 2	Year 3	Year 4	Year5
Car	-2%	-3%	-3%	-2%	-1%
Pedestrian	+2%	+3%	+2%	+2%	+1%
Cycle	+1%	+1%	+2%	+0.5%	+0.5%

Note: All targets measured from Baseline Travel Position identified above.

'Other' Travel Plan Targets

Additional targets which the school will seek to achieve, linked to the measures identified in the following section of this Plan (**Section 6**), include the following:

- Appoint on an annual basis 4 Junior Travel Ambassadors (JTAs);
- Provide cyclist training within the first 12 months of implementation of this plan and annually after that;
- To establish at least 1 walking bus within the first year of operation;
- To implement a Walk on Wednesday scheme within the first year;
- To incorporate Travel Plan related information and actions within the School curriculum.

The following Table presents the above targets relating to reducing car use in the context of the proposed measures:

Table 5.5 Target: Reduce Pupil (Parent) Car Use by 10% and Staff Car Use by 11% over 5 Years

Measure	Action	By When
Suitable provision of pedestrian and cycle access to the school.	Developer	Prior to occupation
Cycle parking provision in accordance with the London Plan standards.	Developer	Prior to occupation
Appropriate provision of scooter parking.	Developer	Prior to occupation
Provision of relevant and up-to-date sustainable travel information to all Pupils, Parents and Staff.	TPC	Prior to occupation
Promotional activities for walking / cycling as described in this TP.	TPC	Duration of TP
Implementation of Walking Buses.	TPC	Commencement of TP
Promote car sharing amongst staff.	TPC	Duration of TP

The following Table (**Table 5.6**) presents the previously identified targets relating to increased pedestrian trips, in the context of the proposed measures:

Table 5.6 Target: Increase Pupil Pedestrian Trips by 10% and Staff Pedestrian Trips by 10% over 5 Years

Measure	Action	By When
Suitable provision of pedestrian access(es) at the site.	Developer	Prior to occupation
Highlighting benefits of walking to Pupils, Parents and Staff.	TPC	Prior / during occupation
Promotional activities for walking as described in this TP (Walk and Stride and WoW).	TPC	Duration of TP
Implementation of Walking Buses.	TPC	Commencement of TP

Table 5.7 presents the previously identified targets relating to increased cycle trips, in the context of the proposed measures:

Table 5.7 Target: Increase Pupil Cycle Trips by 5% and Staff Cycle Trips by 5% over 5 Years

Measure	Action	By When
Suitable provision of cycle access and cycle parking.	Developer	Prior to occupation
Provision of information to Parents, Pupils and Staff indicating the location of key local cycle routes.	TPC	Prior to occupation
Highlighting benefits of cycling.	TPC	Prior / during occupation
Promotional activities for cycling (including training) as described in this TP.	TPC	Duration of TP

Revision of Targets

As indicated above, the proposed targets represent aspirational changes towards sustainable modes of travel at year 5 of The Plan, based on the derived / assumed baseline modal split. These targets will be subject to revision following the completion of the first year's monitoring surveys and in conjunction with relevant Officer's at Barnet Council. However, the

general principles of the modal shift targets will remain applicable; that is
– a reduction in car use and an increase in walking and cycling.

6

TRAVEL PLAN MEASURES

General Travel Plan Measures

The measures to be implemented represent the 'heart' of the Travel Plan and are the tools that will be used to affect a shift in the modes of travel used by pupils, parents and staff at Watling Park Primary School.



In general, Travel Plan measures can be assumed to fall into one of two categories; **hard measures**, such as physical facilities built into the scheme, and **soft measures**, such as incentives and promotional activities. Both have a part to play in the success of the Plan and there is scope for implementation and modification of both types throughout the life of the Plan.

Travel Plan Coordinator

Although effectively a soft measure, the appointment of a Travel Plan Coordinator (TPC) is fundamental to the effective implementation of the STP and is therefore mentioned at the outset of this section. Contact details of the TPC is provided in **Section 1** of this Travel Plan. When discussing '*what makes a good Travel Plan Coordinator*' TfL Guidance highlights the following attributes:

- Must be able to **delegate**;
- Must **communicate** well and ensure that others see how active school travel can achieve targets;
- Must be able to **enthuse** people.

The school will ensure that its appointed TPC will hold the above attributes and will ensure that it provides the following support:

- Support from other staff members including the Head Teacher;

- Support from a group of pupils (Junior Travel Ambassadors – discussed below).

Junior Travel Ambassadors

The appointment of Junior Travel Ambassadors (JTAs) is a fundamental element of a successful School Travel Plan. The Junior Travel Ambassador scheme, overseen by TfL, encourages peer-to-peer engagement and provides a school with necessary resources and guidance needed to promote safer, active and independent travel within the school community.

A JTA, in practice, is one or two pupils from each year group who are responsible for promoting active travel. As a JTA, pupils carry out assemblies, assist in conducting surveys and present classroom talks.

Each JTA will receive their own badge at the start of their ‘term of office’ and a certificate of participation once they have finished. (Badges provided by TfL. Refer <https://www.tfl.gov.uk/info-for/schools-and-young-people/teaching-resources/junior-travel-ambassadors?intcmp=3364>).

The role of JTAs are discussed throughout the remainder of this Plan, whilst the ‘Year Planner’ (included at **Section 8** of this Plan) identifies relevant actions to be undertaken by the JTAs.

Travel Plan Promotion

The Travel Plan will be promoted by the following means:

Newsletters – The school newsletter will be used to announce the launch of the Travel Plan. The Objectives and Aims of the Plan will be highlighted, along with some ‘headline’ Travel Plan measures. Newsletters will also be used to introduce parents and pupils to the appointed TPC and JTA’s, summarising their respective roles.

Finally, newsletters will be utilised for the purpose of providing updates on the progress of the Travel Plan.

Notice board – Relevant posters will be displayed on notice boards to ensure that the Plan maintains a high level of exposure. Information/ guidance on preparing suitable posters is included at **Appendix B**.

School website – The Watling Park School’s website will be used to publicise the launch of the Travel Plan as well as identify its measures including active travel campaigns and incentives.

Assembly – JTAs will be encouraged to address the school to introduce the Travel Plan and regularly thereafter to promote campaigns and potentially to undertake hands up surveys. Guidance for JTAs on how to address a school at an assembly is included at **Appendix B**.

Staff room – Posters, newsletters and leaflets will be placed in the staff room, providing relevant information on the Travel Plan.

Stalls – TfL guidance relating to school Travel Plans, on the matter of promoting a Travel Plan states the following: *“A stall is like what you see at the fun fair and can be used for anything from handing out leaflets to running competitions. Why not run a JTA stall during a parents evening to hand out information to parents about your projects. This is a great way to promote a competition to stop parents parking on zig-zag lines or to give them an update on your project to get more children at your school to walk / cycle and leave the car at home.”*

Hard Measures

Hard measures represent elements of the scheme that are designed in from the outset, such as the provision of appropriate and adequate pedestrian and cycle facilities (including suitable site accesses and cycle/ scooter parking). While these have scope to encourage modal shift, the primary role of such hard measures is to facilitate this shift by making facilities available to support the use of sustainable modes of travel from the outset.



Car Parking

In deriving an appropriate level of car parking on the site, the scheme designers have taken into account Barnet Council and London Plan policy guidance. The above guidance promotes low levels of car parking provision at developments for the purpose of promoting more sustainable means of travel, whilst at the same time not resulting in significant levels of overspill parking on the public highway. The proposed Watling Park Primary School thus makes provision for 29 car parking spaces (including 6 disabled user spaces).

Cycle and Scooter Parking

The school makes provision of 42 Sheffield stands, resulting in 84 cycle parking spaces, in excess of cycle parking standards as set out in the Further Alterations to the London Plan (2015). This proposed provision provides the physical infrastructure upon which the drive to encourage cycle use at the school will be based.

Provision of 3 scooter parking 'stations', each able to accommodate numerous scooters is also made as part of the development. This provision forms a basis upon which the drive to promote walking/ scooting to the school will be based.

Pedestrian Environment

Suitable provision for pedestrian access is made at the school, with local footways suitably wide and 'pedestrian friendly' to accommodate the expected levels of pedestrian activity. A new 2m footway is also proposed on the western side of Pavilion Way to provide direct access to the school.

Soft Measures

Soft measures are those that are implemented during the life of the Plan which do not represent physical measures as set out above. They include initiatives and campaigns to promote a shift in mode away from the private car to other, more sustainable modes of travel.

Measure 1 - Travel Information (Incorporating measures described under the heading 'Travel Plan Promotion' above)

Fundamental to delivering any modal shift away from the private car is the provision of relevant and up-to-date sustainable travel information.

The information set out in **Section 3** of this document relating to the existing sustainable transport infrastructure/ provision in the vicinity of the school, forms the basis for the type of information that will be provided to pupils, parents and staff in order to facilitate alternative travel opportunities. Sustainable transport information, including bus maps, timetabling information and walk and cycle route maps, will be presented in the form of posters and leaflets at the school as well as on the school website. The TPC and Junior Travel Ambassadors (JTAs) will facilitate implementation of this measure by preparing relevant information for posting and distribution at the school.

In summary, the following travel information will be prepared and issued by the TPC and JTAs:

- A summary of the aims and objectives of the Plan;
- Information relating to the benefits of using sustainable modes of transport;
- Sustainable transport maps including walking routes/ distances from local areas;
- Sustainable transport maps including cycle routes on local streets;
- Sustainable transport maps summarising local bus routes (including the locations of the nearest bus stops);
- Contact details of the Travel Plan Coordinator and JTAs (refer **Appendix B** for sample 'All about me' poster);
 - Information relating to the provision of secure cycle parking at Watling Park School;
 - Information relating to the provision of secure scooter parking at Watling Park School.



Measure 2a - Promoting Walking: Walk on Wednesday (WoW)

The 'Walk on Wednesday' (WoW) campaign seeks to encourage children to walk to school at least once a week. A 'formal' WoW scheme is operated by the Living Streets charity, with participation in WoW having been shown to increase walking rates by up to 26% at some schools. (See more at: <http://www.livingstreets.org.uk>). Watling Park School's JTAs and the TPC will, as part of the implementation of this Travel Plan, engage with Living Streets with a view to appointing the charity to assist in this matter, or will alternatively operate the school's own WoW scheme. With respect to the former option, included at **Appendix C** is a Living Streets WoW 'sponsorship form' which seeks to assist in raising funds for participation in the formal scheme. In the event that the school implements its own WoW scheme, participation will be encouraged by rewards in the form of badges/ stickers, with competitions across various years and classes (in terms of percentage participation) forming part of the scheme.

Measure 2b - Promoting Walking: Walk to School Week and Walk to School Month

The school will promote 'Walk to School Week' each May and International 'Walk to School Month' in October as part of initiatives that are supported by Barnet Council. The TPC and JTAs will as such liaise with relevant representatives of the Council with a view to coordinating the campaign at Watling Park School with the National/ borough-wide campaign.

Measure 2c - Promoting Walking: Park and Walk

'Park and Walk' or 'Park and Stride' schemes promote walking amongst parents/ pupils who may live too far away to walk the entire way to/ from school. Parking and walking helps reduce congestion on streets in the immediate vicinity of the school and promotes active travel for at least part of the journey. Appropriate locations for parking will be identified by the TPC and JTAs as part of this measure.

Measure 2d - Promoting Walking: Walking Buses

Walking buses are groups of children walking to / from school along a set route, accompanied by one or two adults (the 'driver' and the 'conductor'). Walking buses have scheduled 'bus stops' where children are picked up at specific times. Unlike a bus however, they are free, healthy and constitute an 'active' mode of transport.

The TPC and JTAs will promote implementation of walking buses at Watling Park School by consulting with parents and pupils on matters relating to routes and times. In the event that suitable routes are identified that allow appropriate levels of uptake, these will be reviewed on an annual basis.

Measure 2e - Promoting Walking: Pedestrian Safety Training

Barnet Council offers road safety education advice to schools in the form of the 'Safer Moves' project that provides information relating to pedestrian safety in the form of interactive quizzes that are completed in teams. The JTAs will engage with the Council to ensure that visits are made to the school on an annual basis.

Measure 2f - Promoting Walking/Scooting: Scooting to School

School policies regarding scooting will be communicated to the pupils via the JTC/ TPA, with pupils being made aware of available scooter storage spaces and how they are to be used.

Measure 3a - Promoting Cycling: Cyclist Training

Barnet Council's provides contacts and resources for cycle training. The TPC and JTAs will engage with relevant Officer's at the Council and will seek to enrol as many pupils in these schemes as possible (and as is practicable).

Measure 3b - Promoting Cycling: Bike Week

The school will promote the 'Bike Week' initiative supported by Barnet Council. The TPC and JTAs will as such liaise with relevant representatives of the Council with a view to coordinating the campaign at Watling Park School with the National/ borough-wide campaign. (Refer also www.bikeability.dft.gov.uk/schools/) .

Measure 3c - Promoting Cycling: Big Biker's Breakfast

The school will promote the 'Big Biker's Breakfast' initiative (supported by TfL and Barnet Council). This initiative provides pupils that cycle to school with 'I cycle to school' sticker that entitles them to a free breakfast. At

these breakfasts a variety of activities take place, including quizzes and mapping activities which seek to increase awareness about the benefits of cycling, and to encourage safe cycling. The TPC and JTAs will collate the online resources form from :

(http://www.barnetstp.org/assets/Big_Bikers_Breakfast.pdf)

and engage the TfL School Travel Advisor (sta@tfl.gov.uk) and Road Safety Officers for support.

Measure 3d - Promoting Cycling: Survey

Included at **Appendix B** is a sample questionnaire entitled “Active Travel Non-cyclists’ survey”. This survey is specifically designed to identify the reasons why pupils might not be cycling to/ from school. The school will undertake this survey as part of the Travel Plan for the purpose of identifying any additional measures which it might undertake in promoting this mode of travel.

Measure 3e - Promoting Cycling: Big Pedal

The school will encourage pupils to take part in ‘The Big Pedal’ inter-school cycling and scooting competition that takes place on an annual basis. The TPC and JTA will contact www.bigpedal.org.uk to enrol classes or the entire school depending on demand.

Measure 4a - Curriculum

The TPC will identify opportunities to link ideas contained within the Travel Plan with the school’s curriculum. TfL have in this respect published guidance entitled “Curriculum Focus on Cycling” which contains sample information (related to cycling) suitable for use in Literacy, Numeracy, History, Geography and Design and Technology classes. This guidance will be presented to the school by the TPC for potential inclusion in the formal curriculum.

TfL guidance in this respect additionally identifies the following areas where the STP can be incorporated into the curriculum:

- **Promotions work** – developing posters, banners, leaflets (art/ CDT/ literacy);
- **Fundraising and letter writing** – literacy;
- **Campaign planning** – literacy;
- **Survey work** – maths/ literacy/ ICT;
- **Route planning/ work on park and walk zones** – geography;
- **Environmental visual audits or walking audits** – geography;
- **Letter writing** – to the Council, local businesses, the Mayor etc – literacy;
- **Other life and citizenship/ social skills** – giving presentations, meeting children from other schools and adults, and learning about rights, responsibilities and democracy.

In addition to the above, opportunities to link the School Travel Plan to other related schemes such as Eco Schools, Healthy Schools, Sustainable Schools and the London Schools Environment Award will be investigated.

Measure 5a – Staff Travel Incentives

This group of measures seeks to encourage alternative modes of travel by both making staff aware of the financial benefits of sustainable modes, and also increasing these benefits through targeted incentives. The following measures will be considered by the school.

- **Interest Free Annual Season Ticket Loans** – By this arrangement, the school will make provision for staff season ticket loans for permanent staff members. These are used for the purchase of annual season tickets on public transport, deductible from staff's salary over 12 months.
- **“Cycle-to-Work” scheme** – The school will consider operating a “Cycle to Work” scheme to all eligible staff. This scheme forms part

of the Government's Cycle to Work initiative. As such, qualifying staff will be eligible for interest free loans to purchase bicycles and cycle equipment.

The TPC will highlight by means of posters, staff inductions, and all staff-related sustainable travel measures at the site.

Measure 5b – Staff Car Share

Lift or car sharing is a process which is most effective on the regular commute, with staff living in similar locations sharing the use of a single car for the journey to work. Fundamental to its success, is the process of bringing together staff who can reasonably car share. This has been shown to most effectively work through the use of website based 'journey matching' tools.

The Travel Plan Coordinator will promote the option of car sharing at the school via the following forums:

- www.carpooling.co.uk;
- www.liftshare.com;
- www.carplus.org.uk.

7

MONITORING/ TRAVEL SURVEYS

Monitoring of the Travel Plan is fundamental to its effective implementation. It facilitates both an appraisal of the performance as well as a mechanism to inform the modification and development of the Plan.

Surveys will take the form of 'hands up' pupil surveys and questionnaire staff surveys. The purpose of these surveys is to collect relevant transport / travel data including the following:

- Pupil and staff mode of travel to and from the school;
- Car occupancy levels if journey was undertaken by car;
- Walking distance if trip undertaken by walking;
- Respondent's view on what would encourage them to travel more sustainably (such as additional cycle storage on-site or higher frequency local bus services).

Sample hands up and questionnaire surveys are included at **Appendix D**.

Intervals and Interpretation of Results

Staff surveys will take place annually (in September) whilst hands up surveys will take place twice a year (in September and March). The Travel Plan Coordinator will coordinate the surveys together with the JTAs.

The results of the surveys will be presented to, and discussed with, the Council by the TPC on an annual basis with a view to assessing the effectiveness of the Travel Plan measures. The results from the monitoring survey will be considered in the context of the proposed modal share / shift targets and will, where relevant, be used to define new targets. The survey responses will also be used if appropriate, to develop new measures for the site.



8

ACTION PLAN / YEAR PLANNER

This section of the Travel Plan is provided as a guide to the implementation of the Travel Plan. It highlights those areas of The Plan that require update and revision. It is complemented by the 'Action Plan' or 'Year Planner', which identifies the responsible parties and implementation timescales of the respective Travel Plan measures.

Appointment of the TPC and JTAs

The first action to be undertaken in implementing this Plan is the appointment of the Travel Plan Coordinator by the school. Experience has shown that whilst successful School Travel Plans have a single TPC, that such Travel Plan 'Champions' are suitably supported by a dedicated team of staff and pupils who coordinate work on active travel.

The TPC would familiarise themselves with the content of the Plan (including the Action Plan) and would initiate the process of appointment of suitable Junior Travel Ambassadors prior to the official launch of the Plan.

Launch of the Plan

It is envisaged that the Plan will officially be launched in September at the start of the school year. The TPC will ensure that all JTAs are appointed prior to commencement of the school year and that suitable measures are in place to commence with implementation of the Plan shortly thereafter. Details of the Travel Plan launch and management are set out in the Action Plan/ Year Planner included in this section.



One Year Anniversary of The Plan

At this stage the first formal monitoring of the Plan will take place by means of the staff questionnaire surveys and pupil hands up surveys (Note: Hands up surveys also to be undertaken in March).

The travel surveys will be conducted in accordance with the defined methodologies and the results analysed and compared against the target modal split for year one. The performance of the Plan in the first assessment period will be judged through this comparison, however the results will not be considered as an absolute indication of the success or failure of the Plan.

In the event that target modal shifts are not entirely achieved, the TPC will, in liaison with Barnet Council's Officers revisit the measures applied over the period and look for means to improve their performance or look for additional measures that can be introduced. The results of the surveys will give a detailed indication of which modes have fared better and therefore it will be clear where focus should be placed with a view to attaining the objectives of the Plan.

Where the target modal shifts are achieved or exceeded, this will not be seen as completion of the Plan. The Coordinator will look to continue such reduction in car use and will use the results of the survey as guidance as to which types of measures have been most successful.

An appraisal of the Plan's subsequent performance will be conducted with the relevant representative from the highway authority who will have an input into the definition of the revised targets and the methods to be implemented.

Actions set out in the accompanying *Action Plan/ Year Planner* will be repeated annually.

Action Plan/ Year Planner – Watling Park Primary School Travel Plan

Timeframe	Action/ Event	TP Measure	Responsibility
Prior to Implementation	Appointment of Travel Plan Coordinator (TPC).		School
Prior to Commencement of School Year	TPC to familiarise themselves with Travel Plan including sustainable travel information, ensuring that all such material is up-to-date. Prepare Junior Travel Ambassador (JTA) badges.		TPC
Prior to Commencement of School Year	Appointment of Junior Travel Ambassadors.		TPC
September	First meeting between TPC and JTAs for the purpose of planning for the year ahead including planning for the first assembly.		TPC/ JTAs
September	TPC to discuss staff travel incentives with Head Teacher (including season ticket loans and bike loans). TPC to feedback to all staff.	5a	TPC
September	Hold first assembly – launch of Travel Plan		TPC/ JTAs
September	Preparing content for school website and newsletter (Aims/ Objectives/ Measures/ Benefits of TP).	1	TPC/ JTAs
September	Undertake Staff Questionnaire Surveys and Pupil Hands Up Surveys	See Section 7	TPC/ JTAs
October	Include Travel Plan information on school website and newsletter.	1	TPC/ JTAs
October	Hold sustainable travel poster competition.	1	TPC/ JTAs

Timeframe	Action/ Event	TP Measure	Responsibility
October	Announce school policy regarding scooting and raise awareness of location and number of scooter storage spaces in a school assembly	2f	TPC/ JTAs
November	Post posters around school and in staff room.	1	TPC/ JTAs
November	Contact Living Streets with a view to implementing a Walk to School campaign (including WoW). If relevant, implement sponsorship form campaign.	2a	TPC/ JTAs
December	Promote Park and Walk. Prepare maps indicating where parents could park, with walking routes highlighted.	2c	TPC/ JTAs
December	Raise awareness of The Big Pedal competition and encourage pupils to prepare classes or the entire school for March	3e	TPC/JTA
December	Last assembly before Christmas. Give update of all projects undertaken so far.		TPC/ JTAs
January	First meeting of the new year. Plan ahead.		TPC/ JTAs
January	Promote pedestrian safety training in liaison with Barnet Council.	2e	TPC/ JTAs
January	Promoting Walking Buses. Consult with parents and pupils, identifying potential routes.	2d	TPC/ JTAs
January	Liaise with TfL School Travel Adviser (STA) and Road Safety Officer (RSO) for support in organising the 'Big Biker's Breakfast'. Seek donations from local supermarkets	3c	TPC/ JTAs

Timeframe	Action/ Event	TP Measure	Responsibility
February	Spring assembly. Run assembly highlighting schemes/ measures that are planned for spring term. Mention Walk to School Week and Bike Week.	2b	TPC/ JTAs
February	Promoting Cyclist Training in liaison with Barnet Council.	3a	TPC/ JTAs
February	Pending demand from pupils, enrol classes or school into 'The Big Pedal' competition	3e	
March	Undertake cyclist survey as part of biannual pupil hand up survey. Consider results and discuss within the Travel Plan team. Also Raise awareness of 'Big Biker's Breakfast' and gauge potential demand for uptake	3d, 3c and Section 7	TPC/ JTAs
April	Summer assembly. Highlight schemes that are planned to run in the summer, highlighting Walk to School Week and Bike Week.		TPC/ JTAs
April	Pending demand from pupils and support from TfL STA and/or RSO launch 'Big Biker's Breakfast'.	3c	TPC/ JTAs
May	Promote Walk to School Week.	2b	TPC/ JTAs
June	Promote Bike Week	3b	TPC/ JTAs
July	TPC to discuss with Head Teacher options to incorporate TP-related items in school curriculum. Plan for the following year.	4a	TPC
July	Final assembly of the year. Highlight all projects from the year.		TPC/ JTAs
July	Final meeting between TPC and JTAs for the year.		TPC/ JTAs
July	Recruit new JTAs		TPCs

This Travel Plan has been prepared by Odyssey Markides on behalf of Watling Park Primary School (HA8 9YA). For further details and assistance in implementing or updating the Travel Plan (prior to implementation) contact:

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